

Scott Walker
Governor

Jon E. Litscher
Secretary



Office of Detention Facilities
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State of Wisconsin Department of Corrections

May 31, 2017

Chief Sean Marschke
Sturtevant Police Department
2801 89th Street
Sturtevant, WI 53177

RE: 2017 Annual Inspection, Sturtevant Municipal Lockup

Dear Chief Marschke:

As you know, the Department of Corrections has the responsibility by statute to set reasonable standards and regulations for the design, construction, repair, and maintenance of municipal lockup facilities as defined in State Statute 302.30. The standards are set forth in the Department of Corrections Administrative Code, Chapter DOC 349. Annual inspections are also required of each facility to assess the safety, sanitation, adequacy, and fitness of each lockup pursuant to State Statute 301.37 (3). The 2017 annual inspection of the Sturtevant Municipal Lockup was conducted on May 25, 2017. This report summarizes the results of the annual inspection.

INSPECTION SUMMARY

Physical Environment 349.07

The one cell, group holding room and adjacent booking area were inspected and found to be in good condition. All doors and locks as well as the toilets and sinks were found to be in working order. Inspections of cell and fire escape locks and doors are being completed on a monthly basis in accordance with administrative code, DOC 349.12(3)(5).

Sanitation and Hygiene 349.08

The inmate hygiene supplies located at the facility were found to meet code standards. All areas of the detention and booking area were found to be clean and well organized.

Health Care 349.09

The Sturtevant Municipal Lockup uses an admission screening form (DOC 349.17), which is to be completed on each individual being detained in a cell. A review showed that a health screening form is being completed on each detainee being placed into a cell.

Current Sturtevant procedure stipulates that medications will be placed with the arrestee's property and that no medications will be administered during the booking process or prior to release or transport to the Racine County Jail. Current policy states that the fire department shall be notified and respond immediately to the lockup for possible detainee treatment.

Fire Safety 349.10

The facility was found to be in compliance of DOC 349.10(4) Fire Safety. The most recent fire inspections by the South Shore Fire Department were completed on 5/17/17 and 11/15/16, respectively. An evacuation route is posted, and fire protection equipment available should the need arise.

Records and Reporting 349.11

A review of the admission screening and booking reports revealed that appropriate information is being obtained on all individuals being booked into the Sturtevant Municipal Lockup. Since the last annual inspection in 2016, there have been no notifications to this office of any unusual occurrences. As an annual reminder, please have your staff contact my office at (414) 227-3997 within 48 hours to report any of the following incidents in the detention area:

- An inmate dies.
- An inmate attempts suicide and is admitted to a hospital.
- An inmate or staff have been injured and are hospitalized due to the injury.
- An inmate escapes or attempts to escape from confinement.
- There is any significant damage to the lockup affecting the safety or security of the lockup.

Security 349.12

As noted earlier, the facility was found in compliance of DOC 349.12(3)(5) Security Reporting, as records are being obtained for all monthly inspections. Records indicated that one adult detainee was held in a cell in the past year. Physical security checks were completed approximately [REDACTED] minutes which is an excellent practice.

There is a need to revise the current security check form to include the date, officer initials, time of check, and a comments section to briefly describe the detainee's behavior.

Detention of Juveniles 349.21

Your Department has submitted policies and procedures as outlined in DOC 349.21 to hold juveniles only when adult detainees are not present. A review of the lockup logs showed that no juveniles were securely held in the lockup since the last inspection.

Approval

The Sturtevant Municipal Lockup is approved for the detention of adults for up to 72 hours and for the detention of juveniles for up to 6 hours when adult detainees are not present. This approval is with the understanding that continued compliance with the Department of

Corrections Administrative Code, Chapter DOC 349, and applicable state statutes is maintained, and that sight and sound separation between adults and juveniles occurs.

I would like to thank Captain Tim O'Neill for his assistance during the inspection and for providing the necessary information for the review of your lockup's operations. Please feel free to contact me should you have any questions, or if I may be of assistance to you and your Department.

Sincerely,

A handwritten signature in black ink, appearing to read "Greg A. Bucholtz", with a stylized, sweeping flourish at the end.

Gregory A. Bucholtz, Inspector
Office of Detention Facilities

Cc: Mary Cole, Village Administrator
Kristi Dietz, ODF Director
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